

The Tennessee Department of Human Services

Administrative Services Assistant 2 (Executive)

Nashville, Tennessee

The Tennessee Department of Human Services is currently seeking experienced candidates to provide leadership support to top level executives within the department.

The ideal candidate will be experienced in handling a wide range of administrative and executive support related to tasks and will be able to work independently with little or no supervision. This person must be well versed in written and verbal communication skills, exceedingly well organized, and provide excellent customer service. This individual will answer phone calls, provide information, and direct incoming inquiries to appropriate party.

Must be able to interact with staff at all levels in an ever-changing environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and maintain confidential materials at all times. Prior experience maintaining an executive level calendar and meeting schedule, meeting report deadlines and skilled at prioritization is a MUST.

Minimum Qualifications:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree AND experience equivalent to one year of full-time professional staff administrative and/or analytic experience.

Substitution of Experience for Education: Qualifying full-time increasingly responsible sub professional, para-professional, or professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Additional graduate coursework in public administration, business administration, or other acceptable field may be substituted for the required experience, on a year-for-year basis.

OR

One year of professional administrative services experience with the State of Tennessee.

Preferred Qualifications:

- 4+ years of experience supporting at the executive level
- Excellent communication skills, written & verbal
- Experience assisting with the creation of PowerPoint Presentations
- Strong knowledge of MS Office, including WORD, EXCEL and Outlook

- Experience organizing and scheduling meetings
- Experience preparing cost analysis and travel documents
- Superb customer service skills

STRONGLY PREFER:

- Support experience in a human service program or government agency
- Experience creating and modifying processes for efficiency

Location: Nashville, Tennessee

Hours: 8-4:30

Salary commensurate with experience

Send resumes to gina.burnett@tn.gov